Town of Cambridge

APPLICATIONS REQUIRE ITEMS 1 & 2 PLUS THE RELEVANT ITEMS THEREAFTER

App.	Office	UNCERTIFIED Building Permit Application - (BA2)
1	□	Completed BA2 Application Form (including signatures)
2	□	Electronic set of architectural and structural plans (see overleaf for guidance)
3	□	Building Commission Owner Builder Approval (if applicable)
4	□	Copy of Home Indemnity Insurance (required for works over $100,000) Exemptions: Pools, Carport, Fence, Pergola, Landscaping, Owner/Builder
5	□	CTF Receipt (receipt for proof of payment paid directly to BCITF required for all works over $100,000) www.wa.gov.au/service/education-and-training/vocational-education/pay-your-construction-training-fund-levy
6	□	Copy of Planning Approval and Stamped Plans (if applicable)
7	□	BA20 Notice and request for consent to encroach or adversely affect form (where required)
8	□	Copies of relevant approvals if applicable: - Heritage notification to Heritage Council - Water Corporation approval where necessary e.g. If work is near or over a sewer or water main
9	□	Energy Efficiency Report for Class 1 applications
10	□	Termite Management specifications

PLEASE NOTE:

- All forms require the name and signature of nominated builder.
- For projects with works value less than $20,000, an owner can be listed as the nominated builder. Please ensure the owner name and signature is included in Section 4 of the BA2.
- Other approvals outside the building permit process may be required and are the applicant's responsibility to obtain. These include:
  - Crossover approval
  - Verge permits for storage of materials. Please be advised a tree preservation bond and associated fees will apply
- When the application has been submitted, a preliminary assessment will be completed and you will be contacted via email for confirmation of relevant fees.
- The Building Fees Schedule can be found on the Town's website here
- Assessment of the application will not commence until all fees have been paid

Plans submitted with your application should include the following:

Site plan
- Clearly indicate all property boundaries, boundary dimensions and existing buildings
- A permanent datum point, contour, spot levels and feature survey of the property (may be required to be carried out by a Licensed Land Surveyor
- Position of effluent disposal system (unsewered areas only)
- Clearly indicate the distance from the property boundaries to the proposed building
- Show the proposed finished floor level to the residence
- Height and extent of proposed earthworks
- Existing sewer and stormwater drains and/or easements
- Locations and heights of stabilised embankments e.g. retaining wall(s)
- North point
- Stormwater disposal details

Elevations (1:100)
- Existing ground and proposed finished floor and ground levels
- Location and dimensions of doors and windows (including direction of opening) e.g. fixed, sliding, awning
- Height of ceiling
- Types of materials (including roof colour for tin)

Cross Sectional View
- Finished ground level
- Type of subfloor structure e.g. concrete footing and slab or frame
- Height of Ceiling
- Type of roof e.g. steel truss, timber truss, pitched, engineered roof

Cross Sections details
Provide details, where applicable for
- Footings to walls, piers, posts and columns;
- Stump details to sub floor;
- Connection details of structural members
- Bulkheads
- Waterproofing details
- Connection of new work to existing structure
- Method of maintaining a waterproof connection between new and existing work;
- Any other details as maybe required to clearly indicate the proposed works

Structural Engineers details (signed drawings)

Floor Plan
- Detailed plan view of every story of the proposed design
- All dimensions of the proposed building(s)
- Room names
- Location of windows and doors showing their sizes
- Smoke detector location(s)
- Ridge, valley, eaves line and downpipe locations

Site and wind classification report (For new homes)